

**AFFIRMATIVE ACTION**  
**Effective Date: 3/30/88**

**I. POLICY**

The Delaware Department of Services for Children, Youth and Their Families is committed to providing equal employment opportunities through all personnel policies and practices including but not limited to recruitment, appointment, transfer, promotion, compensation, salary, working conditions, discipline, and training without regard to race, color, religion, sex, age, national origin, sexual preference, physical or mental handicap, political affiliation, and disabled or Vietnam Era veteran status.

**II. PROCEDURES**

The above statement is the full expression of the Department's philosophy which recognizes the value and worth of every individual and the potential contribution which can be made to both this organization and the clients we serve. Every individual who so desires and has the background, knowledge, skills, and abilities should be provided equal opportunities to full employment in this Department.

Through the implementation of our Affirmative Action Plan, the Department will ensure that all activities related to employment are free from discriminatory practices, sexual harassment, and in full compliance with the Governor's Executive Order Number Twenty-four and Executive Order Number Fifty.

**A. Affirmative Action Office**

This Office is the first stop for an employee or applicant who believes they have been discriminated against in some aspect of their job because of their race, color, religion, sex, age, national origin, sexual preference, physical or mental handicap, and political affiliation, and disabled or Vietnam Era veteran status.

1. The Department's Affirmative Action Officer serves as liaison between the complainant and respondent. He or she does not

represent either party, but functions as neutral party in trying to resolve a conflict that has arisen, because of discrimination in the workplace. The goal is to quickly and informally resolve these conflicts at the grass roots level.

2. Counseling is available to all DSCYF employees and applicants for employment.
3. The Department of Services for Children, Youth and Their Families encourages employees to use the Internal Affirmative Action System available to them in order to resolve employment matters that are causing dissatisfaction or what they believe to be unfair. This produces a healthy work environment and permits employees or applicants to use this system without fear or reprisal.

B. How to Access the Internal Affirmative Action System

1. Employee/Applicant may contact the Affirmative Action Office within ten (10) working days of an alleged act of discrimination.
2. The Affirmative Action Officer will:
  - a. counsel employee/applicant about the issue.
  - b. meet with the complainant and respondent to obtain facts within five (5) working days after receipt of complaint.
  - c. seek an informal satisfactory resolution, if possible.
  - d. if no resolution is possible, provide information on other alternative formal procedures.
3. The Affirmative Action Officer will inform the employee/applicant of:
  - a. the right to remain anonymous
  - b. the time limits

c. alternatives

If the employee/applicant wishes to file a formal complaint, the Affirmative Action Officer will submit a report of the counseling activities.